

# JOB ANNOUNCEMENT

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## Office of the State Actuary

# POLICY ANALYST

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Washington's Office of the State Actuary (OSA) provides non-partisan, actuarial, policy, and fiscal services for the Legislature, Governor, and various boards and committees. We are currently seeking candidates for one Policy Analyst position. This is a full-time, non-partisan, at-will position that is exempt from the state civil service system.

### ***ABOUT THE POSITION***

#### **The duties of a Policy Analysts typically include:**

- ❖ Providing policy staff support to the Select Committee on Pension Policy (SCPP). This includes preparing meeting materials, giving formal presentations, and developing policy options.
- ❖ Assisting in the preparation of actuarial fiscal notes, actuarial reports, and other actuarial communications.
- ❖ Researching, analyzing, reporting, and consulting on issues related to state pensions.
- ❖ Preparing and peer reviewing issue briefs, educational materials, and presentations.
- ❖ Drafting, interpreting, and analyzing legislation.
- ❖ Researching and compiling data.
- ❖ Responding to inquiries and requests from OSA clients and the public—including public records requests.

#### **The minimum qualifications are:**

- ❖ Bachelor's degree from an accredited college or university.
- ❖ At least three years (or sessions) of experience providing policy, fiscal, or legal staff support to a legislative committee, a board, or a commission. A master's degree in public policy or law may be substituted for one year of work experience.
- ❖ Legally authorized to work in the United States.

#### **The preferred qualifications include:**

- ❖ Proven ability to perform high quality, objective research and analysis with high levels of self-direction; interpret and analyze numeric data; and effectively communicate complex information to a variety of audiences.
- ❖ Effectively work in a non-partisan, highly collaborative, and highly accountable team environment.
- ❖ Comfortable with public speaking and with unpredictable workloads and assignments.
- ❖ Strong communication, reasoning, research, and problem solving skills.
- ❖ Knowledge of the legislative process; pension benefit, funding and administration issues; Washington State pension law and policy; and basic actuarial concepts.
- ❖ Advanced degree in a relevant field such as public policy, law, philosophy, education, or communications.

## **ABOUT THE OFFICE**

OSA offers a great work-life balance and a culture that is inclusive, friendly, and fun. At OSA, we care about each other and the quality and integrity of our work—which supports the financial security of Washingtonians today and for generations to come. We work in a specialized field where projects are varied and challenging, and technical expertise, collaboration, and creativity are key to success. We are committed to serving the public while exceeding our clients' expectations.

Our workplace is located in West Olympia, near to the Capitol Campus and downtown. Olympia itself is a vibrant community with numerous opportunities for outdoor recreation and the visual and performing arts, plus highly regarded public schools, a community college, and two universities. Nearby attractions include mountains for hiking and skiing, coastlines for beachcombing, and Seattle and Portland. More information about the office is available on our [Website](#).

## **ABOUT THE SELECT COMMITTEE ON PENSION POLICY**

The SCPP studies issues and policies affecting the state's public employee retirement systems, and recommends legislative changes. The SCPP has both legislative and non-legislative members and meets during the interim. More information about the SCPP, including examples of meeting materials prepared by staff, is available on the [SCPP Website](#).

## **SALARY AND BENEFITS**

The starting salary will be between \$51,000 and \$85,000 a year, depending on the candidate's experience and qualifications. Benefits include: vacation, sick, and military leave; paid state holidays; health, life, long-term disability, and other optional insurance; social security; retirement; and deferred compensation programs. Eligible employees may participate in flexible work schedules that include telecommuting.

## **HOW TO APPLY**

Candidates should provide a cover letter, resume, and two writing samples that are no longer than ten pages in length demonstrating the ability to analyze issues, evaluate options, and organize and communicate complex information. Links to writing samples that can be accessed online without charge are acceptable. **Samples submitted will not be returned.**

Candidates should also be prepared to sign an authorization to release information and provide three references. Candidates selected for interviews may be asked to answer questions in writing and/or take an examination demonstrating research, writing, consulting, and presentation skills. Candidates may also be required to take a personality and career interest assessment to help evaluate fit to OSA culture.

Applications will be screened upon receipt and the position will remain open until filled.

**Please send the requested information to the attention of:**

**Kristin Collins, HR Business Partner**  
Legislative Support Services  
Post Office Box 40500  
Olympia, Washington 98504-0500  
Phone: (360) 786-7337 | Fax: (360) 786-7585  
[Kristin.Collins@leg.wa.gov](mailto:Kristin.Collins@leg.wa.gov)

***We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf file.***

The Office of the State Actuary is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the Legislative Support Services HR office at (360) 786-7337, or [Kristin.Collins@leg.wa.gov](mailto:Kristin.Collins@leg.wa.gov).